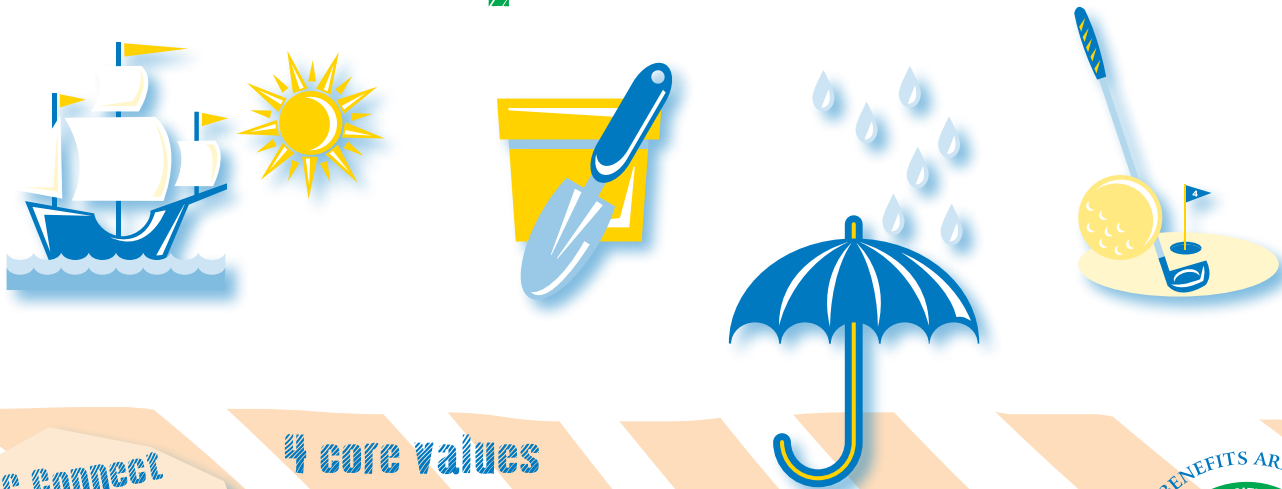


# REC Connect

connecting youth, families and community since 1986!



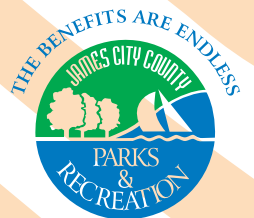
## before/after school and summer camps 2011/2012 parent handbook



REC Connect  
Information  
and Incident  
Weather Hotline  
259-3170

### 4 core values

- 1 character development
- 2 personal development
- 3 social development
- 4 fun!...through exposure and appreciation for various recreational and leisure activities



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## site phone numbers

Berkeley, Lois S. Hornsby and Toano After School .....	592-3467
Clara Byrd Baker .....	221-0782
	592-3460
D.J. Montague .....	592-3464
James River .....	592-3462
J. Blaine Blayton .....	592-3468
Matoaka .....	592-3643
Matthew Whaley .....	220-1289
	592-3463
Norge .....	592-3465
Rawls Byrd .....	229-7495
	592-3461
Stonehouse .....	592-3466
Administrative Office....	259-3200
REC Connect Information/ Inclement Weather Hotline .....	259-3170

## tax information! printing annual childcare statement

Childcare statements can be printed online at [www.jccEgov.com/recreation](http://www.jccEgov.com/recreation) by clicking on the "Registration" tab on the left side panel. Scroll down and click on the "register online" link and enter your household ID and your password (generally the last name of the primary guardian listed for the household). Click on "Sign In" then "My Account" and "Childcare Statement." Select appropriate year "For Tax Year" and then print. For more information, or if you have questions about this process, please call Financial Assistance at 259-5414.

## financial assistance program

*All JCC and Williamsburg residents may apply for a discount on Parks and Recreation program activities. Residents wishing to apply for the discount will be required to complete a Parks and Recreation financial aid application form and provide proof of income annually. Discounts range from 15-75 percent. For more information, call 259-5414 or 259-4091.*

## annual close down

The REC Connect School Age Program will not be available to patrons for approximately one week before the new school year begins. This time is needed for school maintenance, inventory of equipment, and the hiring and training of staff.

## register online!

Register online for all Parks and Recreation classes at [jccEgov.com/recreation!](http://jccEgov.com/recreation!)

# program philosophy and goals

## dear parent/guardian:

Thank you for choosing to be a part of James City County's REC Connect School Age Programs. For 25 years, JCC has provided safe and enjoyable Before and After School and Summer Camp experiences, and this year promises to be no exception. Our staff strives to meet the diverse individual and collective needs of the participants, and they are excited to do so once again. Both youth and teen programs will feature educational opportunities, community partnerships, exciting field trips and a variety of fun recreational activities.

This parent handbook will familiarize you with the payment options, operating hours, schedules, activities, and policies and procedures. We encourage you to take the time to review the parent handbook and become familiar with this information to enhance your experience in the program.

If you have any questions or suggestions, please call us at 259-5351. We look forward to your participation in the fun and exciting youth and teen REC Connect Programs.

Sincerely,  
Gregory Tarbox, Recreation Program Coordinator

## purpose and philosophy

JCC Parks and Recreation works in partnership with our families and community to provide safe and responsive programs that meet the diverse needs of our children in a fun and caring environment.

## parent orientations...please attend!

### Summer Camp 2011

Thursday, June 9 at 6:30 p.m.

### Before and After School 2011-12

Thursday, September 1, 6:30 p.m.

James City/Williamsburg Community  
Center, 5301 Longhill Road

## objectives

- To promote an appreciation of self, family, school, community, country and the world.
- To promote the development and improvement of personal and character skills such as safety, good health, respect, responsibility, caring, fairness, trustworthiness and citizenship.
- To promote the development and improvement of social skills such as acceptance of others, cooperation and conflict resolution.
- To increase exposure to and knowledge of a variety of recreation and leisure activities.
- TO HAVE FUN!

## program information

Each child will have the daily opportunity for:

- **Creative Time:** supervised arts and crafts, drama or music activities
- **Play Time:** active games, sports and fun fitness that help each child build knowledge, confidence and fitness levels
- **Project Time:** task-oriented activities to stimulate creativity and challenge skills
- **Nutritional Time:** healthy snacks, lunch and nutritional education

## about our staff

Our primary concern is the safety and well being of each child in the program. Staff are selected based on their educational background, experience and commitment to working with children. In addition, staff are required to have criminal history checks, Child Protective Services (CPS) registry checks, Occupational Safety and Health Administration (OSHA) training, and training in policy and procedures, safety, child development, behavior management and programming. All sites are also required to have at least one staff member trained in CPR, First Aid and Medicine Administration Training (MAT). All staff undergo a drug screening and TB test.

At least two staff members must be present at all times during hours of operation. Our counselor to child ratio will be no greater than 1:18 – most of the time our programs try to exceed those standards with a ratio of 1:15.

The **REC Connect School Age Program** is celebrating 25 years of providing quality summer camps and before and after school programs to our community! Dependable and safe fun, games galore, fun fitness activities, creative crafts, interactive reading, team projects, drama, music, environmental education, swimming and field trips are just a few great features of this program. In addition, our programs include many community partnerships that help us keep our activities new, fun and exciting for your children.

# program description and operating hours

## special partnership programs

**REC Connect School Age Programs** include many partnerships:

**Environmental Education** includes fun, hands-on, outdoor educational experiences. Children will learn the importance of the world around them and of the conservation and preservation of the bay and its natural resources and watershed. Provided by the Chesapeake Bay Restoration Fund.

**Police Outreach Education Program** includes hands-on lessons and activities geared towards teaching children safety skills and introducing them to the various job duties of a police officer. Provided by the James City County Police Department.

**Gang Resistance Education And Training (GREAT) Program** empowers youth with the knowledge and skills to resist negative leisure choices and respond positively in everyday peer situations. Provided by the James City County Police Department.

**RadKIDS Program** is a children's safety education program provided with a holistic, practical and realistic life skills approach. Provided by the James City County Police Department.

**Williamsburg-James City County School Health Initiatives** incorporates daily messages of healthy eating, active play and positive leisure choices through fun and interactive activities. New this year is the FAB Five Physical Education Curriculum where children learn healthy habits, fitness, interpersonal skills and daily wellness practices. Partnership with Williamsburg-James City County Schools.

**Williamsburg Regional Library programs** include a one-month Books for Breakfast program during the school year, a six-week summer reading program and weekly visits from library mobile services during summer camp programs. Provided by the Williamsburg Regional Library.

## summer camps general information (grades K-8)

Must have completed kindergarten. Parents of 10-year old rising 5th graders (current 4th graders) have the choice of selecting either an Elementary or Middle School Summer Camp site. Parents of rising 6th graders (current 5th graders) must select Middle School Summer Camp (unless child is attending summer school).

### Sites

- Ages 5-9 – Clara Byrd Baker, J. Blaine Blayton, Matoaka, Matthew Whaley, Norge
- Ages 10-14 – Berkeley

### Dates

- June 20 - August 26, 2011 (no program July 4)

### Hours

- 10 consecutive weeks – 7 a.m. - 6 p.m.

## before and after school general information program operating hours and activities

### Sites

- Before and After School for grades K-5 – Clara Byrd Baker, D.J. Montague, J. Blaine Blayton, James River, Matoaka, Matthew Whaley, Norge, Rawls Byrd, Stonehouse
- After School for grades 6-8 – Berkeley (Lois S. Hornsby and Toano students will be transported to Berkeley.)
- Site operation is dependent on daily attendance and maintaining minimum enrollment numbers.

### Dates

- September 6, 2011 to end of the school year

### Hours

- Before School – 7 a.m. - school start time
- After School – school dismissal - 6 p.m.
- Half Days – school dismissal - 6 p.m.
- Full Days (teacher workdays) – 7 a.m. - 6 p.m.

Program operating hours subject to change.

### Program Consolidation (Full Days only)

To ensure adequate site staffing, full day programs will combine on each full day (teacher workday) as listed below:

- Clara Byrd Baker combines with Matthew Whaley at Matthew Whaley
- D.J. Montague and J. Blaine Blayton combine with Matoaka at Matoaka.
- James River combines with Rawls Byrd at Rawls Byrd
- Stonehouse combines with Norge at Norge
- Berkeley, Lois S. Hornsby and Toano combine at James City/ Williamsburg Community Center

Lunch is needed for all full day programs.

## special programs offered (grades K-8)

### Elementary School

- Holiday Break Program 2011 – 4 days (12/27, 12/28, 12/29, 12/30)
- Spring Break Program 2012 – 5 days (April 2-6)

### Middle School

- Holiday Break Program 2011 – 4 days (12/27, 12/28, 12/29, 12/30)
- Spring Break Program 2012 – 5 days (April 2-6)

A separate program registration form is required for attendance to all break programs. Punch cards are not valid for use during Winter or Spring Break programs.

Holiday Break flyers will be available no later than November 28. The registration deadline is Wednesday, December 21 by 9 p.m. Spring Break flyers will be available no later than March 5, 2012. The registration deadline is Wednesday, March 28 by 9 p.m.

# registration and payment info

Accepting applications year round for available REC Connect Programs. Registration packets are available at the James City/Williamsburg and the James River Community Centers, Satellite Services in Toano and online at [www.jccEgov.com/recreation](http://www.jccEgov.com/recreation). Registrations are accepted on a first-come, first-served basis according to postmark date and space availability. All applications and forms must be mailed to:

**James City County Parks and Recreation**  
5300 Palmer Lane, Suite 1A  
Williamsburg, Virginia 23188

James City County Parks and Recreation's **REC Connect Before and After School** and **Summer Camp** programs require that each child be up to date on immunizations and physicals. Registrants not enrolled in the current Before and After School program or Summer Camp 2010 are required to provide a copy of his/her child's birth certificate or 2010-2011 Virginia school report card, and his/her child's most recent physical and immunization records (must be on *Commonwealth of Virginia School Entrance Health Form: MCH213F*).

## fees

### Summer Camps

#### Weekly Fees

- Part-time: three days or less – \$70/week; \$65/week for JC/Williamsburg residents
- Full-time: four or five days – \$90 week; \$85 for JC/Williamsburg residents  
*\$10 discount available for second and subsequent children attending full time.*
- Late Payment Voucher Card – \$130; \$125 for JC/Williamsburg residents (valid for late payment week only). **No registrations will be accepted after 10 a.m. Fridays.** After this time, a late payment voucher card must be purchased to attend the following week.

#### Field Trip Fees

- Paid each week according to schedule of trips.

### Elementary School Before and After School

Priority 2011-2012 Registration Deadline: August 5. Applications accepted after deadline on a space available basis.

#### Weekly Flat Fees

- Before School\*..... \$35; \$30 for JC/Williamsburg residents
- After School..... \$45; \$40 for JC/Williamsburg residents
- Before & After School ... \$60; \$55 for JC/Williamsburg residents
- 10-Visit Punch Card..... \$120; \$115 for JC/Williamsburg residents (**non-refundable if lost or stolen**). Punch cards:
  - Are not valid for use during Winter or Spring Break programs.
  - Expire the last day of school of the current year.

*\*The weekly Before School rate does not include half or full days.*

### Middle School After School

#### Weekly Flat Fee

- After School..... \$45; \$40 for JC/Williamsburg residents
- 10-Visit Punch Card..... \$105; \$100 for JC/Williamsburg residents (**non-refundable if lost or stolen**). Punch cards:
  - Are not valid for use during Winter or Spring Break programs.
  - Expire the last day of school of the current year.

## payment procedures

### Payment Options and Deadlines

- Cash, money order, check or credit card accepted.
- Payments are due on Tuesday by 9 p.m. for the following week (or Tuesday before 11:59 p.m. for online payments). A processing fee of \$25 will be charged on all late payments made after the Tuesday deadline through Friday, 10 a.m. No payments will be accepted after 10 a.m. Fridays. After this time, a 10-visit punch card must be purchased to attend the following week of Before and After School. A late payment voucher card (valid for late payment week only) must be purchased to attend the following week of summer camp.
- Service is subject to suspension for non-payment of services. All payments and late charges and a re-enrollment fee of \$25 must be made before services can resume.

### Payment Methods

#### 1 Walk-in

Payments can be made at James City/Williamsburg Community Center, James River Community Center and Satellite Services in Toano.

#### 2 Mail-in

Payments can also be mailed to:

**James City County Parks and Recreation**  
5301 Longhill Road  
Williamsburg, VA 23188

#### 3 Phone-in

Payments (using a credit card only) must be phoned in on weekdays to the James River Community Center at 887-5810 between 4-8 p.m. On weekends phone the JCWCC at 259-4200 between 1-5 p.m.

#### 4 Online ([www.jccEgov.com/recreation](http://www.jccEgov.com/recreation))

To make your payment online, you will need your household number, password, weekly camp numbers, and a MasterCard, Visa or American Express credit card. Please see page 19 for instructions. **No online payments are accepted after Friday, 10 a.m. for programs occurring in the upcoming week.**

Financial aid is available. See page 1.



# program attendance and acceptance policies and procedures

## sign in and out policy

Due to our Standards of Care, parents/authorized persons **MUST** sign their child in and out each morning and afternoon (with the time in or time out as well). This ensures the safety of the child, consistent communication between staff and parent and accurate record keeping/payment data.

- Children will only be allowed to leave the program with someone other than the parent/legal guardian if written notification from the parent/legal guardian is provided. Children are to be signed out by an authorized adult.
- Please be prepared to show pictured identification. A child will be released only to the persons who are listed on the authorized pick up section of the enrollment form. In emergency situations, changes in authorization may be taken over the phone.

*James City County Parks and Recreation is not liable for any child not signed in by an authorized adult. Parents will be called to pick up their child. If the problem persists, services will be suspended.*

## child acceptance/coupon punch card policy

Any child whose parent/legal guardian has not prepaid for the current week or does not present a punch card at the time of arrival (Before School) or at the time of pick up (After School) **WILL NOT BE PERMITTED** to attend the program.

## before school, full days, and summer camps

If a child's name does not appear on the weekly payment roster:

- Parents/legal guardians will be asked for a receipt or punch card (bsp/asp only) or late payment voucher card for summer camp.
- If parents/legal guardians fail to provide a receipt of payment, punch card, or late payment voucher card, the child will not be admitted.

## after school

If the child's name does not appear on the weekly payment roster or a parent has not contacted the site supervisor to communicate the use of the punch card and attendance of his/her child for that day:

- The child will not be accepted and will be taken to the school office
- Parents/legal guardians will be contacted by Parks and Recreation staff

## coupon punch card users

The coupon punch card is a courtesy to our users. For a child to attend by coupon punch card, parents must ensure the following:

- Before School: Parents must have the punch card each morning at time of drop-off.
- After School: Parents must call the site supervisor to communicate their child's attendance and must present the coupon punch card at time of pick-up.

Please remember that punch cards are non-refundable if lost or stolen. Punch cards are not valid for use during Winter or Spring Break programs and expire the last day of school for the current year.

## consequence for non-communication of coupon punch card use

- Be advised that your child will not be accepted into the program without a parent's notification of your child's days of attendance to site staff. If communication is not made before the day of attendance, the following consequences will occur:  
**1st Time:** verbal warning from site supervisor/staff  
**2nd Time:** a written warning from site supervisor/staff  
**3rd Time:** a written warning and no services provided for that day
- Each additional instance after the 3rd time will result in no services for that day and may result in suspension or termination of services.

## participant's release to the after school program

Before the school can release a child to an After School Program, the parent/legal guardian must follow the school's policy for releasing children. Parents must send a signed note to their child's homeroom teacher authorizing release to the after school program by the first day of attendance to ensure their child will not be placed on the bus at the end of the school day. If attendance days change, parents are responsible for notifying school and after school program staff.

# program pick-up and cancellation policies and procedures

## pick-up policy and procedures

All James City County Before & After School and REC Connect Summer Camps programs close at 6 p.m. sharp. Each child **MUST** be picked-up at or before 6 p.m. Please arrive on time or make other arrangements for on time pick up. Refer to the following for site pick-up procedures for Inclement Weather/Undue Circumstances:

- **Inclement Weather/Undue Circumstances** – immediate pick up of program participant
- **School in Session** – if school is delayed, dismissed early or closed for the day, no program will be offered. Parents are responsible for coordinating pick-up arrangements with school staff.
- **School Not in Session** (Summer Camp, Winter Break or Spring Break) – pick-up child within one hour of notification by staff

## late pick-up policy and procedures

If a child is picked up after 6 p.m., the parent/legal guardian will be asked to sign and date the late pick up form. Each form will include the Child's Name, Time of Arrival, Date and Parent Signature.

A LATE FEE of \$5 for the first 5 minutes and \$2 for each additional minute after 6:05 p.m. will be assessed after the first instance of late pick up. This payment must be made with a parent's next payment. No money will be accepted at the site. If a parent consistently arrives after 6 p.m., this action may result in suspension or termination from the program. Late Pick-Up Penalties are as follows:

- 1st Time: verbal warning
- 2nd Time: a written warning from site supervisor/staff\*
- 3rd Time: a written warning and conference with site supervisor\*
- 4th Time: a written warning and a three-day suspension from the program\*
- 5th Time: a one week suspension from the program and optional conference with site supervisor and program coordinator or a signed written waiver of agreement\*
- 6th Time: termination from the program\*

*\*Late Pick-Up Fee Charged*

Termination from the program will be reviewed monthly by program staff. All payments and late charges and a re-enrollment fee of \$25 must be made before services can resume.

## stranded child policy

Parents/legal guardians are required to pick-up their child from the program by 6 p.m. They are encouraged to arrange a 'back up' person to pick-up their child in case of circumstances when they cannot make it by 6 p.m. Children not picked up on time will be considered 'stranded' and a late fee will be charged. If a parent or emergency contact cannot be reached and the Center has not heard from the parent/guardian by 6:30 p.m., staff will request the services of Child Protective Services and/or the James City County or Williamsburg Police departments.

## inclement weather/undue circumstances policy

(includes but is not limited to snow, hurricane, tornado, power outage)

- If School Is Delayed: the Before School Program is closed
- If School Is Dismissed Early: the After School Program is closed – parents will be responsible for coordinating pick-up arrangements with the WJCC School staff
- If School Is Closed: the Before/After School Program is closed
- If School Is Out of Session (i.e. during Summer Camp, Winter or Spring Break): Parks and Recreation staff will make a decision on program operation before each scheduled program day. Parents should call the REC Connect Information/Inclement Weather Hotline at 259-3170 for program operation hour updates. If already at program, parents must pick-up child within one hour of notification by James City County Parks and Recreation staff.

## credit policy due to injury, illness or family emergency

(for Before and After School, Holiday and Spring Break, and Summer Camp Programs)

- A credit, not a refund, will be issued if there is a change of payment status or no services were rendered due to injury, illness, or family emergency.
- The Before and After School is a flat fee rate program – a credit will only be issued if a child misses the full week.
- Neither refunds nor credits will be given for missed days due to suspension or temporary removal from the program.
- Documentation will be required.\* A Credit/Refund form must be filled out within seven days of missed time (hand-stamped or postmarked). Forms are available at payment locations and online at [jccEgov.com/recreation](http://jccEgov.com/recreation). Completed forms can be mailed to JCC Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, VA 23188-2674 (Attention: Refund Office), turned in at any of the payment locations, or faxed to 259-5420.
- Credits and/or refunds will be assessed a \$5 surcharge fee. A refund will be given for relocation over 35 miles from the James City/Williamsburg Community Center.

*\*Acceptable proof of injury or illness – Doctor's note.*

*Family Emergency – A description of the emergency must be given in writing to the Superintendent of Recreation for approval.*

## credit policy due to weather and school emergency closings

- If there is no program due to inclement weather/emergencies (snow, ice, tornado, hurricane, power outages, etc.) then a credit, not a refund, will be issued for missed days that the participant was scheduled to attend for the week.
- A credit will be applied to household accounts within two weeks of the missed time. Parents are still responsible for weekly payments during this time, regardless of the expected household credit.

# daily site checklist and parent responsibilities



**RECORD MAINTENANCE** – it is the responsibility of the parent/legal guardian to keep proper registration information and current phone numbers in their child’s permanent records. Services may be withheld if this information is not provided or kept current.



**CHANGE IN SCHEDULE** – if a parent or child’s schedule changes, and that child will be attending different days than what they were signed up for, parents should notify the site supervisor of the change. If that child is registered for a particular day, does not show and staff have not been notified of the absence, it is the responsibility of site staff to call the parents/guardians to inform them of the situation.



**WITHDRAWAL POLICY** – if a parent/guardian decides to remove their child from our program, it is necessary for the parent/guardian to immediately notify the administrative office at 259-3200 (at least two weeks in advance of removal).



**MEDICATION POLICY** – an “authorization to give medication” form must be completed by the parent/legal guardian of the child who requires medication while in the program. The parent/legal guardian must state the type of medicine, the amount and the specified times it is to be given. Medicines must be in original containers and give specific instructions. If medication is to continue for more than ten (10) days, a letter from the physician is required. Medication Authorization Forms are only valid for six months from the date they were authorized and are available online at [jccEgov.com/recreation](http://jccEgov.com/recreation).



**PERSONAL PHONE CALLS** – children may not receive personal phone calls during program hours except in emergency situations. We encourage parents to use the site telephone to contact children or staff (see Site Phone Numbers on page 1).



**LIMITATIONS ON ATTENDANCE** – limitations may be placed on a child’s attendance and/or immediate (within one hour) pick-up may be required if the following conditions exist:

- Child’s temperature is 100 degrees or more
- Child has a contagious or serious illness (examples include, but are not limited to Chickenpox, E Coli, Streptococcal Disease, Hepatitis, Influenza, Lyme Disease, Measles, Meningitis, MRSA, Mumps, Salmonella, Tuberculosis, etc.)
- Child has uncontrollable, aggressive or unresponsive behavior(s).



**SERVICES FOR SPECIAL NEEDS** – participants with special needs will be referred to our Inclusion Coordinator to ensure successful participation in the program. Parents should allow staff at least three weeks before the program start date to make reasonable accommodations.



**MANDATED REPORTING** – James City County Parks and Recreation staff is responsible for reporting all suspected abuse or neglect to the Department of Social Services.



**PERSONAL BELONGINGS** – personal belongings of the participants will be stored in individual storage baskets at the site. Parks & Recreation is not responsible for damaged, lost or stolen items. Participants are strongly encouraged to leave items of value at home.



**‘FREE PLAY’ TOY POLICY** - free play toys will only be permitted one day a week during camper’s choice time and specified field trips. Please see the site supervisor and “parent wall” at each site for more details.



**MOVIE/VIDEO POLICY** – the program will occasionally show movies or videos at their sites. Our unit is covered under the MLPC umbrella license to show videos in our program. Each site will have announced movies that are going to be shown through schedules and information boards. If a parent/guardian does not want their child to watch a particular movie, they should notify the site supervisor before the showing of the video.



**CLOTHING POLICY** – parents should dress their children appropriately for the weather and scheduled activities of the day. REC Connect Summer Camp participants must wear the provided camp T-shirt on all field trips; certain other field trips may also require a bathing suit and towel or other special requirements. The weekly camp schedule will reflect any special information about field trips. Tennis shoes are required daily.



**SNACK/MEAL POLICY** – snack menus are posted at each site for the week/month – one snack is provided by the sites during the after school and half day programs. Two snacks are provided during full day and summer camp programs. No snacks are provided for before school programs. All snacks meet the nutritional needs of children as established by the U.S. Department of Agriculture and snack portions are appropriate for the age of the child (additional servings may be permitted as supplies last).



Children are responsible for bringing their own lunch on full day and summer camp program days. Parents may provide their own food for their child; however, microwaveable meals and meals that need to be refrigerated are not permitted. Parents are encouraged to limit gum, candy or other junk food.

Because Parks and Recreation does not supply food for special diets for religious or medical reasons, parents are required to provide such food for their child. The parent identifying the reason for the special diet must complete a written letter and is responsible for complying with USDA nutritional guidelines. Food must be brought in airtight containers or the original containers. The site will not keep leftovers.

Staff members are not responsible for feeding children that are able to do so themselves. Parents may bring food or beverages for celebrations and field trips if requested by the site staff. Children in the elementary programs are not permitted to use vending machines during program hours. Children are encouraged, but not forced, to try new foods. Parents are encouraged to check with their site supervisor for any known allergies of participants or prohibited food at their site.



**OPEN INVITATION FOR VISITATION** – parents/guardians are welcome at the sites at any time to observe and participate. If a parent has a special talent or craft they would like to share, they are encouraged to let the site supervisor know about their interest.



**PARENT INVOLVEMENT** – parent sign in and out areas are located at each site to provide parents with a central location for program information, publications and special notes. Parents are required to review signs and literature regularly for important and interesting announcements. Parents have the right to view our program or latest reviews upon request. Parents may also be asked, at times, to donate time or items for projects, parties or special events.

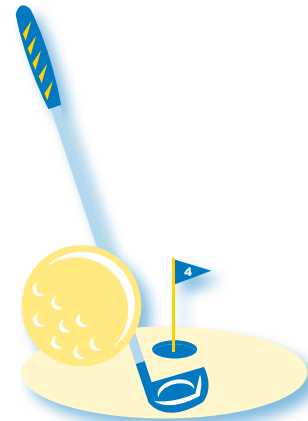
See page 4 for registration and payment info.



**COMMUNICATION** – communication is ongoing and necessary to keep parents informed of important information relating to the care of their child. We understand how busy many days can be, but we ask that parents are available to center staff on a regular basis to address staff concerns or for updates on their child’s progress. We also encourage parents to provide regular feedback to site staff on any issues and concerns or to provide compliments.



**PROGRAM EVALUATION** – parents are strongly encouraged to complete program evaluations at the end of each of the Before & After School and Summer Camp programs to provide our staff with valuable feedback for our programs. Before and After School evaluations are typically available at each site at the end of May and are due back the first week in June; Summer Camp evaluations are typically available at the end of July and due the second week in August. To offer feedback throughout the year, parents can complete a Comment Card and submit to the Division; comment cards are available at payment locations, at sites and online.



### Financial assistance program

All JCC and Williamsburg residents may apply for a discount on Parks and Recreation program activities. Residents wishing to apply for the discount will be required to complete a Parks and Recreation financial aid application form and provide proof of income annually. Discounts range from 15-75 percent. For more information, call 259-5414 or 259-4091.



# behavior management policy

## parks and recreation code of conduct

*Show respect to all participants, staff and officials.*

*Refrain from causing harm (bodily or verbal) to others.*

*Refrain from using foul language.*

*Show respect of all property including equipment, supplies and facilities.*

## behavior management and disciplinary policy for children\*

*JCC Parks and Recreation reserves the right to call parents/guardians to come and pick up their child if the child is having difficulty functioning cooperatively with others, is unable to participate in group exercises, or is a threat to the safety of themselves or others. If the selected techniques of our Behavior Management Policy do not correct your child's behavior, then the child could be temporarily or permanently removed from the program with less than 24 hours notice.*

A child's participation in the program depends upon his or her behavior. To ensure each child is able to enjoy the planned activities and to benefit from their experience in our programs, we require that parents/guardians:

- review this handbook's basic rules of safety and conduct
- ensure that both you and your child are aware of and understand the rules
- be aware that you may be contacted by phone, in writing or through parent/staff conferences if your child continues to display poor behavior
- understand that discipline techniques and consequences may be progressive

The Division uses a tiered system of discipline based on the severity of the violation and the age of the participant. A detailed list of violations and associated consequences appears on pages 14-18 of this handbook. All participants who have been suspended for seven days or more will be considered "suspended" from all Division programs and facilities during the time of suspension.

## Forms of Behavior Management Used

- **Redirection**
- **Time-out:** If a child does not respond positively to separation, they may be restricted from participation in specific activities.
- **Alternate Behavior Management Techniques**
- **Written Discipline Reports:** Reports will be completed for severe or repeated infractions of program rules. Immediate termination could occur if staff feels that they cannot maintain the safety and welfare of the child or other children in the program.

## rules translated in kids' terms (posted at each site)

- 1 Safety first. Ask permission before leaving any area.
- 2 Keep all body parts (hands, feet and teeth) to yourself.
- 3 Respect others and their property. Friendly words only.
- 4 1-2-3: Stop, sit and listen. Follow instructions.
- 5 Eat only at snack and lunch times.
- 6 Walk always.
- 7 Use your inside voices.
- 8 Counselors are not to be climbed upon.
- 9 You mess it up, you clean it up.
- 10 HAVE FUN! Participation is the key.

## children and youth with special needs

We include youth in our programs to the extent of their ability and provide assistance within reason to facilitate successful participation. Behaviors associated with a disability do not exclude youth with special needs from the behavior management process. We'll work with parents of youth with challenging behaviors more intensively to be proactive and preventative and expect parents' full cooperation when incidents do occur to ensure the safety of all youth in the program. Without cooperation, our ability to accommodate is limited. Make note that your child may be temporarily or permanently removed from the program with less than 24 hours notice. Also, in the case of youth with very challenging and aggressive behaviors, the hours of participation may be modified for full day, half day and summer programs. Register at least three weeks before the program starts for accommodations.

## behavior guidelines for parents\*

- 1 Participants and parents are requested to address the staff respectfully and courteously at all times.
- 2 Horseplay, fighting, bullying, or rough behavior, of any kind, is not allowed.
- 3 Use of profanity or obscene gestures will not be tolerated.
- 4 Parents are not permitted to address or reprimand another child on our premises or while in our care. Please address staff with any concerns.
- 5 Smoking and possession of alcoholic beverages or illegal drugs are not permitted on the premises.
- 6 Dangerous toys or weapons such as knives, firearms, bows and arrow, slingshots, sharp objects, etc. are not permitted.

\* Please see the Behavior Consequence Grid on pages 14-18 in this handbook for detailed actions that will be taken pending a child's or adult's demonstrated behavior.

# 2011 REC connect camp | elementary school fee schedule

## clara byrd baker

Monday .....Swim Day  
 Tuesday ..... Field Trip Day  
 Wednesday.Physical Education Program  
 Thursday ..... Reading Program  
 Friday ..... Bookmobile Day

Wed., July 6: Environmental Ed Boat Trip  
 Tues., July 19: Healthy Snack Competition  
 Wed., July 20: Environmental Ed Day

## j. blaine blayton

Monday .....Swim Day  
 Monday ..... Bookmobile Day  
 Tuesday .....Physical Education Program  
 Wednesday ..... Reading Program  
 Thursday ..... Nutrition Program  
 Friday ..... Field Trip Day

Wed., July 20: Environmental Ed Day  
 Tues., July 26: Environmental Ed Boat Trip  
 Tues., August 2: Healthy Snack Competition

## matthew whaley

Monday ..... Reading Program  
 Monday .....Physical Education Program  
 Tuesday ..... Field Trip Day  
 Wednesday .....Swim Day  
 Friday ..... Bookmobile Day

Wed., July 20: Environmental Ed Day  
 Thurs., July 28: Environmental Ed Boat Trip  
 Thurs., August 11: Healthy Snack Competition

## matoaka

Monday ..... Bookmobile Day  
 Tuesday .....Swim Day  
 Wednesday ..... Reading Program  
 Wednesday ..... Nutrition Program  
 Thursday ...Physical Education Program  
 Friday ..... Field Trip Day

Thurs., July 14: Environmental Ed Boat Trip  
 Wed., July 20: Environmental Ed Day  
 Wed., August 17: Healthy Snack Competition

## norge

Monday ..... Bookmobile Day  
 Tuesday ..... Reading Program  
 Wednesday ..... Field Trip Day  
 Thursday .....Swim Day  
 Friday .....Physical Education Program

Tues., July 12: Environmental Ed Boat Trip  
 Wed., July 20: Environmental Ed Day  
 Tues., August 9: Healthy Snack Competition

### JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	field trip	fee
A (first week of camp)	Hunt Club Farm .....	\$8
B	Virginia Aviation Museum .....	\$8

### JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

B (continued)		
C (no program July 4)	Portsmouth Children's Museum ....	\$10
D	Waterman's Museum.....	\$10
E	Environmental Science Day.....	\$6
F	Nauticus .....	\$10

### AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

G	Water Country USA .....	\$30
H	VA Aquarium & Marine Science ...	\$15
I	Hampton Roads Ice Plex.....	\$10
J (last week of camp)	Mad Science Show.....	\$10

 Holiday (no program)

 All Elementary Camp Sites – Field trip day CHANGES during the following week:

**Week E** ..... Wednesday, July 20

## summer camp weekly fees

- **Full Time** (4 or 5 days): \$90/week; \$85 for JC/Williamsburg residents + field trip fees
- **Part Time** (3 days or less): \$70/week; \$65 JC/Williamsburg residents + field trip fees
- **Multiple child discount for full time registrants only:** \$10 discount per child after initial registrant: \$80/week; \$75 for JC/Williamsburg residents

# 2011 REC connect camp II middle school fee schedule

## JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	field trip	fee
<b>A</b> (first week of camp)	Science Museum of Virginia.....	\$13
<b>B</b>	Cosmic Putt.....	\$8
<b>B</b> (continued)		
<b>C</b> (no program July 4)	Richmond Ice Zone .....	\$9
<b>D</b>	Roller Dome Skate Center .....	\$10
<b>E</b>	Kings Dominion.....	\$30
<b>F</b>	VA Aquarium & Marine Science ...	\$13
<b>G</b>	Virginia Aviation Museum .....	\$10
<b>H</b>	Environmental Science Day.....	\$7
<b>I</b>	Inflation Nation (Richmond).....	\$10
<b>J</b> (last week of camp)	Jillian's .....	\$15

 Holiday (no program)

### summer camp weekly fees

- **Full Time** (4 or 5 days): \$90/week; \$85 for JC/Williamsburg residents + field trip fees
- **Part Time** (3 days or less): \$70/week; \$65 for JC/Williamsburg residents + field trip fees
- **Multiple child discount for full time registrants only:** \$10 discount per child after initial registrant: \$80/week; \$75 for JC/Williamsburg residents

See page 4 for registration and payment info.



### berkeley

- Monday .....Police Outreach Education
- Tuesday ..... Reading Program
- Tuesday ..... Bookmobile Day
- Wednesday Physical Education Program
- Thursday ..... Field Trip Day
- Friday .....Swim Day
- Wed., July 27: Healthy Snack Competition
- Thurs., August 11: Environmental Ed Day
- Tues., August 16: Environmental Ed Boat Trip

# 2011-12 before/after elementary school calendar

## SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**A** (no program September 5)

**B**

**C**

**D**

## October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**E**

**F**

**G** (half day October 21)

**H**

**I**

## NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**I** (continued)

**J** (full day November 8)

**K** (half day/full day Nov. 17/18)

**L** (full day November 23;  
no program November 24-25)

**M**

## DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**M** (continued)

**N**

**O**

**P** (full day December 22;  
no program December 23, 26)

**Winter Break Program** (Dec. 27-30)

## JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AA** (no program January 2)

**BB**

**CC** (no program January 16)

**DD** (full day January 27)

**EE** (half day January 30)

## FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

(continued) **EE**

**FF**

**GG**

(no program February 20) **HH**

**II**

## MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(continued) **II**

(no before school; Presidential Primary) **JJ**

**KK**

**LL**

**MM**

## APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(Apr. 2-6) **Spring Break Program**

(full day April 9) **NN**

**OO**

**PP**

**QQ**

## MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(continued) **QQ**

**RR**

**SS**

**TT**

(no program May 28) **UU**

## JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(continued) **UU**

(full day June 8) **VV**

(half days June 14-15) **WW**

 Holiday (no program)

 Full Teacher Work Day

 Half Teacher Work Day

### Weekly fees

- **Before School** .....\$35; \$30 for JC/W residents
- **After School**.....\$45; \$40 for JC/W residents
- **Before & After School** .....\$60; \$55 for JC/W residents
- **10-Visit Coupon Punch Card (non-refundable if lost or stolen)**  
\$120; \$115 for JC/W residents (one punch per Before or After School visit)

Payment is due Tuesday at 9 p.m. (or online until 11:59 p.m.) for the following week. A \$25 late fee will be charged for late payment.

No payments accepted after 10 a.m. on Friday for the upcoming week.

No online payments accepted after 11:59 p.m. on Thursday for the upcoming week.

# 2011-12 after middle school calendar

## SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**A** (no program September 5)

**B**

**C**

**D**

## October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**E**

**F**

**G** (half day October 21)

**H**

**I**

## NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**I** (continued)

**J** (full day November 8)

**K**

**L** (full day November 23;  
no program November 24-25)

**M**

## DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**M** (continued)

**N**

**O**

**P** (full day December 22;  
no program December 23, 26)

**Winter Break Program** (Dec. 27-30)

## JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AA** (no program January 2)

**BB**

**CC** (no program January 16)

**DD** (half days January 24-26)

**EE** (full days January 27 and 30)

## FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

(continued) **EE**

**FF**

**GG**

(no program February 20) **HH**

**II**

## MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(continued) **II**

**JJ**

**KK**

**LL**

**MM**

## APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(Apr. 2-6) **Spring Break Program**

(full day April 9) **NN**

**OO**

**PP**

**QQ**

## MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(continued) **QQ**

**RR**

**SS**

**TT**

(no program May 28) **UU**

## JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(continued) **UU**

**VV**

(half days/full day June 12-14/15) **WW**

 Holiday (no program)

 Full Teacher Work Day

 Half Teacher Work Day

### Weekly fees

- After School.....\$45; \$40 for JC/W residents
- 10-Visit Coupon Punch Card (non-refundable if lost or stolen)  
.....\$105; \$100 for JC/W residents

Payment is due Tuesday at 9 p.m. (or online until 11:59 p.m.) for the following week. A \$25 late fee will be charged for late payment.

No payments accepted after 10 a.m. on Friday for the upcoming week.

No online payments accepted after 11:59 p.m. on Thursday for the upcoming week.

# category 1 behavior consequences

## youth | ages 3-15 | category 1

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Disruptive Behavior</b> <ul style="list-style-type: none"> <li>● horseplay</li> <li>● use of profanity and vulgarity</li> <li>● refusal to follow policies</li> <li>● refusal to follow adult authority</li> <li>● attempted abuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>● verbal warning</li> <li>● parent notification</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 10 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification and meeting</li> </ul>
<b>Dress</b> <ul style="list-style-type: none"> <li>● wearing clothes considered inappropriate by staff</li> <li>● display of gang-related or inappropriate symbols/sayings</li> <li>● not covering necessary body parts</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes or leave property</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes or leave property</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes or leave property</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes or leave property</li> <li>● possible suspension</li> <li>● parent notification</li> </ul>
<b>Failure to pay for program or services</b> (parent or legal guardian)	<ul style="list-style-type: none"> <li>● make payment or no acceptance</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● make payment or no acceptance</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● no acceptance</li> <li>● suspension of services</li> <li>● parent notification</li> </ul>	N/A

## adult | ages 16+ | category 1

■ denotes under the age of 18 or legal age for action

Violation	1st Offense	2nd Offense	3rd Offense
<b>Disruptive Behavior</b> <ul style="list-style-type: none"> <li>● horseplay</li> <li>● use of profanity and vulgarity</li> <li>● refusal to follow policies</li> <li>● refusal to follow adult authority</li> <li>● attempted abuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>● verbal warning</li> <li>● leave property</li> <li>● possible suspension</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 7 days suspension</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 3 months suspension</li> <li>■ parent notification</li> </ul>
<b>Dress Considered Inappropriate by Staff</b> <ul style="list-style-type: none"> <li>● display of gang-related or inappropriate symbols/sayings</li> <li>● not covering necessary body parts</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes</li> <li>● leave property</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes</li> <li>● leave property</li> </ul>	<ul style="list-style-type: none"> <li>● change clothes</li> <li>● leave property</li> </ul>
<b>Tobacco Use or Possession</b>	<ul style="list-style-type: none"> <li>● verbal warning</li> <li>● leave property</li> <li>● possible suspension</li> <li>■ police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● leave property</li> <li>● up to 30 days suspension</li> <li>■ police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● leave property</li> <li>● up to 3 months suspension</li> <li>■ police notification</li> <li>■ parent notification</li> </ul>
<b>Failure to pay for program or services</b>	<ul style="list-style-type: none"> <li>● make payment or leave property</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● make payment or leave property</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● leave property</li> <li>● up to 3 months suspension</li> <li>■ parent notification</li> </ul>

# category 2 behavior consequences

## youth | ages 3-15 | category 2

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Verbal Threat</b> (to cause harm or damage against any individual)	<ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent notification</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification and meeting</li> </ul>
<b>Falsifying Information</b> <ul style="list-style-type: none"> <li>● deception</li> <li>● forgery</li> <li>● use of someone else's identity</li> </ul>	<ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent notification</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification and meeting</li> </ul>
<b>Harassment, Hate Crimes/Verbal</b>	<ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent notification</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification and meeting</li> </ul>
<b>Vandalism or Property Destruction</b>	<ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent notification</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification and meeting</li> </ul>
<b>Tobacco Use or Possession</b>	<ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent notification</li> <li>● behavior modification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification and meeting</li> <li>● behavior modification and/or restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification and meeting</li> </ul>
<b>Temporarily Suspended from School</b>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>
<b>Temporarily Suspended from Another Recreation Program for Longer than 7 Days</b>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● suspension for same period</li> <li>● parent notification</li> </ul>

# category 2 behavior consequences



## adult | ages 16+ | category 2

■ denotes under the age of 18 or legal age for action

Violation	1st Offense	2nd Offense	3rd Offense
<b>Verbal Threat</b> (to cause harm or damage against any individual)	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Falsifying Information</b> <ul style="list-style-type: none"> <li>● deception</li> <li>● forgery</li> <li>● use of someone else's identity</li> </ul>	<ul style="list-style-type: none"> <li>● up to 3 months suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 1 year suspension or mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>
<b>Harassment, Hate Crimes/Verbal</b>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>■ parent notification</li> </ul>	N/A
<b>Vandalism or Property Destruction</b>	<ul style="list-style-type: none"> <li>● 1 year suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Alcohol Use, Possession or Under the Influence</b>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 90 days suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● up to 1 year suspension or mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>
<b>Controlled Substance/Drug Paraphernalia Possession or Under the Influence</b>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Fire Alarm Activation</b>	<ul style="list-style-type: none"> <li>● 1 year suspension</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>■ parent notification</li> </ul>	N/A

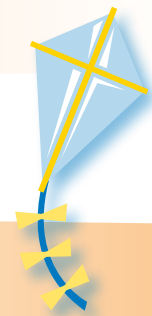


# category 3 behavior consequences

## youth | ages 3-15 | Category 3

Violation	1st Offense	2nd Offense	3rd Offense
<b>Theft</b>	<ul style="list-style-type: none"> <li>● up to 10 days suspension</li> <li>● parent notification/meeting</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification</li> </ul>
<b>Fighting</b> <ul style="list-style-type: none"> <li>● physical altercation</li> <li>● throwing a punch</li> <li>● throwing someone to the floor</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification/meeting</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification</li> </ul>
<b>Assault/Battery</b> (against any staff member)	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● police notification</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification</li> </ul>	N/A
<b>Robbery/Extortion</b> (person to person contact)	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● police notification</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification</li> </ul>	N/A
<b>Possession or Under the Influence</b> <ul style="list-style-type: none"> <li>● alcohol</li> <li>● controlled substance</li> <li>● sales of controlled substance</li> <li>● drug paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● police notification</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification/meeting</li> </ul>	N/A
<b>Fire Alarm Activation/ False 911 Calls</b>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● police notification</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification</li> </ul>	N/A
<b>Harassment, Sexual</b>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● parent notification/meeting</li> <li>● police notification</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification</li> </ul>	N/A
<b>Dangerous Weapons</b> Possess, sell, brandish, or furnish a knife, explosive or dangerous object	<ul style="list-style-type: none"> <li>● up to 6 months suspension</li> <li>● parent notification/meeting</li> <li>● police notification</li> <li>● behavior modification/restricted use</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification</li> </ul>	N/A
<b>Dangerous Weapons</b> Possess, sell or furnish a firearm	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification</li> <li>● police notification</li> </ul>	N/A	N/A
<b>Trespassing</b> (coming onto property within a suspension period)	<ul style="list-style-type: none"> <li>● added 12-month suspension</li> <li>● police notification</li> <li>● parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>● parent notification</li> </ul>	N/A
<b>Expelled from School</b>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● parent notification</li> </ul>	N/A	N/A

# category 3 behavior consequences



## adult | ages 16+ | category 3

■ denotes under the age of 18 or legal age for action

Violation	1st Offense	2nd Offense
<b>Theft</b>	<ul style="list-style-type: none"> <li>● 1 year suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>
<b>Fighting</b> <ul style="list-style-type: none"> <li>● physical altercation</li> <li>● throwing a punch</li> <li>● throwing someone to the floor</li> </ul>	<ul style="list-style-type: none"> <li>● 1 year suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>
<b>Harassment, Sexual</b>	<ul style="list-style-type: none"> <li>● up to 30 days suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>
<b>Assault/Battery</b> <ul style="list-style-type: none"> <li>● against any staff member</li> <li>● sexual</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Robbery/Extortion</b>	<ul style="list-style-type: none"> <li>● 1 year suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>
<b>Controlled Substance</b> (sale of)	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Dangerous Weapons</b> (without a permit) <ul style="list-style-type: none"> <li>● possess, sell, furnish a firearm or explosive, or a dangerous object</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Dangerous Weapons</b> <ul style="list-style-type: none"> <li>● brandish a knife</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	N/A
<b>Trespassing</b> (coming onto property within a suspension period)	<ul style="list-style-type: none"> <li>● added 12-month suspension</li> <li>● police notification</li> <li>■ parent notification</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory expulsion</li> <li>● police notification</li> <li>■ parent notification</li> </ul>



# weekly registration numbers | for online users |

You can register for Summer Camp programs or Before and After School online at [www.jccEgov.com/recreation](http://www.jccEgov.com/recreation). Click on “REC Connect” on the left side. Click on the “REC Connect Registration” button and then the “Online Payments” button.

To make a payment online, you’ll need your household ID number, password and a credit card – Mastercard, Visa and American Express are accepted. If you need your household ID number, please call 259-4200. Your password is generally the last name of the primary guardian listed on the household.

Click on “Shop” on the top banner. Please find your registration number below and then follow it with a dash and the corresponding letter(s) associated with the appropriate week. The letters for each week can be found in this handbook: pages 10-11 for Summer Camp and pages 12-13 for Before and After School. Example: 11111-A. Click “Add to Cart” to register.

## summer camp 2011

		Full-Time	Part-Time
<b>Elementary Schools Sites</b>	Clara Byrd Baker	738010	739010
	J. Blaine Blayton	738090	739090
	Matoaka	738040	739040
	Matthew Whaley	738050	739050
	Norge	738060	739060
<b>Middle School Site</b>	Berkeley	624110	625110

## 2011-2012 before and after school

		Before	After	Before and After School
<b>Elementary School Sites</b>	Clara Byrd Baker	734010	735010	736010
	DJ Montague	734020	735020	736020
	James River	734030	735030	736030
	J. Blaine Blayton	734090	735090	736090
	Matoaka	734040	735040	736040
	Matthew Whaley	734050	735050	736050
	Norge	734060	735060	736060
	Rawls Byrd	734070	735070	736070
	Stonehouse	734080	735080	736080
<b>Middle School Sites</b>	Berkeley		627110	
	Lois S. Hornsby		627140	
	Toano		627130	



## location key

Berkeley Middle School, 1118 Ironbound Road

Clara Byrd Baker Elementary School, 131 Ironbound Road

Chickahominy Riverfront Park, 1350 John Tyler Highway

D.J. Montague Elementary School, 5380 Centerville Road

J. Blaine Blayton Elementary School, 800 Jolly Pond Road

James City County Library, 7770 Croaker Road

James City/Williamsburg Community Center, 5301 Longhill Road

James River Elementary/Community Center, 8901 Pocahontas Trail

Lois S. Hornsby Middle School, 850 Jolly Pond Road

Matoaka Elementary School, 4001 Brick Bat Road

Matthew Whaley Elementary School, 301 Scotland Street

Mid County Park, 3793 Ironbound Road

Norge Elementary School, 7311 Richmond Road

Rawls Byrd Elementary School, 112 Laurel Lane

Stonehouse Elementary School, 3651 Rochambeau Road

Toano Middle School, 7817 Richmond Road

Upper County Park, 180 Leisure Road, Toano

Williamsburg Library, 515 Scotland Street



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## weather/emergency updates

*School/program closings or delays will be announced on radio station WTAR (AM/790) and on television stations WTKR (3), WAVY (10), WVEC (13) and the local school channel (47). You can also call the School Closing Hotline at 259-4154 or the REC Connect Information/Inclement Weather Hotline at 259-3170.*